



Employment Services
John Stanford Ctr for Educ. Excellence
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Seattle, WA 98124-1165
Phone: (206) 252-0377
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<http://www.seattleschools.org>

CERTIFICATED
EMPLOYMENT APPLICATION
Regular, Substitute and Administrative
PLEASE TYPE OR PRINT IN BLACK INK ONLY.

Full Name				
	Last	First	Middle	
Other Name(s) Under Which Records May Be Listed				
Address				Telephone
	Street	City	State	Zip
Email Address:				

Position(s) Applied For: [☐]Regular [☐]Substitute [☐]Administrative: Job Ad # _____ Position Title _____
Check here if you are a former or current Seattle School District employee [☐] Date(s) employed from _____ to _____
Work Location _____ Assignment _____ Reason for Leaving _____

GENERAL INFORMATION

1. New employees must complete the Certificated Employment Application when a job offer has been made. All applicants applying for administrative and substitute positions must submit an application at the time they apply. The applicant is required to submit, along with this application, a complete unofficial transcript of college work and three letters of reference or a college placement file. Applicant must submit Certificated Employment Applications directly to Employment Services.
2. To be considered for an open teaching and teaching plus stipend position, a separate "Site Application" is required for each advertised position. Site applications are available at the site with the opening, Employment Services office and the District's web site. Applicant must submit site applications directly to the site with the opening.
3. Applicants applying for administrative positions must submit a Certificated Employment Application for each administrative position (copies are acceptable), a cover letter and resume with the job ad number written in the upper right corner for each advertised position being considered. Answering a questionnaire may be required.
4. An offer of employment is only valid if a valid Washington State Teaching Certificate or appropriate E.S.A. Certificate is obtained by the time his/her period of service begins. If applicant currently holds a Washington State Teaching Certificate or Educational Staff Associate Certificate, please attach a copy.
5. Salaries are determined by approved experience, training and salary schedules. Successful candidates are required to submit a complete unopened transcript or placement file of college work.
6. The Certificated Employment Application is active for the current school year applicant applied for employment. If not selected by the end of the school year the applicant may request in writing that the application be kept current for the upcoming school year. Otherwise, the applicant file will be destroyed.

EEO POLICY STATEMENT

ACADEMIC INFORMATION

Last High School Attended:		Location:		Last Date Attended:	
College - List in Order of Attendance	Location	Dates of Attendance		Credits Earned (Indicate Semester or Quarter Hrs.)	Degree
		From	Until		

Major _____ No. Hours _____ Minor _____ No. Hours _____

Other Major _____ No. Hours _____ Other Minor _____ No. Hours _____

CERTIFICATION INFORMATION

Type of Certificate	Certification Number	Date Issued	Date of Expiration	State

Endorsement(s) listed on Certificate _____

If you do not hold a current Washington State Teaching, Educational Staff Associate or Administrative Certificate, have you applied for one? Yes _____ No _____ If Yes, when? _____

The Seattle School District values applicants with bilingual skills and training in multicultural education. Please list languages other than English in which you can converse or can read or write: _____

WORK EXPERIENCE

List in chronological order. Do not include student teaching and substitute service.

Company/Employer	Dates of Employment From _____ To _____
Address	Company Telephone: () _____
Supervisor's Name and Title Supervisor's Phone () _____	Salary Start \$ _____ Salary End \$ _____
Your job title or position held	Number of hours worked per week _____
Describe your duties	Reason for leaving _____

WORK EXPERIENCE CONTINUED**List in chronological order. Do not include student teaching and substitute service.**

Company/Employer	Dates of Employment From _____ To _____
Address	Company Telephone: ()
Supervisor's Name and Title Supervisor's Phone ()	Salary Start \$ Salary End \$
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving

Company/Employer	Dates of Employment From _____ To _____
Address	Company Telephone: ()
Supervisor's Name and Title Supervisor's Phone ()	Salary Start \$ Salary End \$
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving

Company/Employer	Dates of Employment From _____ To _____
Address	Company Telephone: ()
Supervisor's Name and Title Supervisor's Phone ()	Salary Start \$ Salary End \$
Your job title or position held	Number of hours worked per week
Describe your duties (For teaching positions included grades and subjects taught.)	Reason for leaving

Was all teaching experience listed above FULL TIME UNDER CONTRACT? Yes ___ No ___ (If NO, explain in detail below.)

Total number of years of contracted teaching experience: Public _____ Private _____

Are you a member of the Washington Teachers Retirement System? Yes ___ No ___ If Yes, which Plan? [] Plan I [] Plan II

SUBSTITUTE TEACHING EXPERIENCE

School District/Program Mailing Address	Grades and/or Secondary Subjects Taught	Dates	
		From	Until

ADMINISTRATIVE INTERNSHIP/STUDENT TEACHING INFORMATION

City _____ School _____ Grade/Subject _____ Dates _____

City _____ School _____ Grade/Subject _____ Dates _____

REFERENCES

(Principals, supervisors, or others with firsthand knowledge of your professional performance.)

Name	Occupation	Address	Daytime Phone

THE FOLLOWING THREE (3) QUESTIONS ARE APPLICABLE FOR TEACHING AND SUBSTITUTE POSITIONS ONLY:

1. What experience or preparation have you had which qualifies you for teaching in an urban school district?
2. With what type of school schedule or programs have you had preparation or experience (i.e., team-teaching, individualized instruction, flexible schedule, etc.)?
3. Describe the kind of school environment and assignment you prefer.

ACKNOWLEDGMENT OF CRIMINAL HISTORY BACKGROUND CHECK

Pursuant to Chapter 486, Washington State Laws of 1987, and Chapter 159, Washington State Laws of 1992, I understand that the Seattle School District will contact the Washington State Patrol and the Federal Bureau of Investigation regarding any record of convictions of offenses against persons; adjudications of child abuse in a civil action, disciplinary board final decisions and other crimes and offenses enumerated by statute. I understand that my fingerprints will be required for this process. I understand that my employment with the Seattle School District is subject to and conditioned upon an acceptable outcome of a criminal history records check.

Please complete attached addendum of relevant questions.

NOTE: A criminal record will not necessarily disqualify you from employment.

I hereby certify that the information herein is a true and complete statement of my personal and professional record to date. I understand that erroneous or misleading or falsified statements on this application or on the addendum shall be considered sufficient cause for dismissal or withdrawal from consideration. I agree that if I am employed, I will provide verification of my previous experience and proof that I am legally eligible for employment in the United States.

Signature of Applicant

Date

DISCLAIMER REGARDING JOB SECURITY AND COMPENSATION

DISTRICT EMPLOYEES, OTHER THAN PERSONNEL IN THE DISTRICT'S EMPLOYMENT SERVICES DEPARTMENT (AT THE A&S CENTER OR AT LOGISTICS), ARE NOT AUTHORIZED TO MAKE PROMISES OF A PARTICULAR LEVEL OF COMPENSATION OR BENEFITS TO JOB APPLICANTS FOR CERTIFICATED OR CLASSIFIED POSITIONS. ANY VERBAL OR WRITTEN STATEMENTS TO THAT EFFECT BY DISTRICT EMPLOYEES OTHER THAN EMPLOYMENT SERVICES PERSONNEL, ARE NULL AND VOID.

AT-WILL EMPLOYMENT

UNLESS STATED OTHERWISE BY STATUTE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, EMPLOYMENT AT THE DISTRICT FOR ALL EMPLOYEES IS AT-WILL. THIS MEANS THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER PARTY, AT ANY TIME, FOR CAUSE OR NOT FOR CAUSE.

ADDENDUM TO EMPLOYMENT APPLICATION

Are you legally eligible for employment in the United States by virtue of citizenship or other basis of eligibility? [☐]YES [☐]NO

Have you ever been discharged by an employer? If yes, please explain. [☐]YES [☐]NO

Have you ever resigned from employment under threat of discharge or discipline for misconduct or unsatisfactory performance? If so, please explain. [☐]YES [☐]NO

Have you ever been arrested and/or charged with a crime at any time? If yes, as to each arrest, supply the following information: [☐]YES [☐]NO

Were you charged with a crime? [☐]YES [☐]NO

If charged, are the charges still pending? If so, indicate the nature of the charge, date charged, court of jurisdiction, case number, and trial date (If scheduled). [☐]YES [☐]NO

If the charges are not still pending, indicate the nature of the charge, the date charged, the court of jurisdiction, and the case number, and specify how the charges were resolved. (Indicate whether by dismissal, acquittal, conviction, guilty plea, agreement with court or prosecutor, or some other manner of disposition.) [☐]YES [☐]NO

Have you ever been disciplined for any reason, including unprofessional conduct, by any State Board of Education, or any agency working on behalf of a State Board of Education? If yes, explain when and why. [☐]YES [☐]NO

Have you ever had any teaching certificate suspended or revoked? If yes, explain when and why? [☐]YES [☐]NO

NOTE: A CRIMINAL OR ARREST RECORD WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

VOLUNTARY CONFIDENTIAL INFORMATION

NAME _____ Signature _____

GENDER _____ DATE _____

THE INFORMATION ON THIS FORM IS FOR STATISTICAL DATA COLLECTION, AUDITING, AND REPORTING PURPOSES ONLY. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND FILED SEPARATELY FROM YOUR APPLICATION FOR EMPLOYMENT. IF YOU CHOOSE NOT TO FILL OUT THE INFORMATION ON THIS FORM YOU ARE STILL REQUIRED TO SUBMIT THIS FORM WITH YOUR NAME, SIGNATURE AND DATE.

ETHNIC ORIGIN

ETHNIC CODE: Please select the one most appropriate racial/ethnic group with which you choose to be identified. If you believe that none of the following ethnic codes is appropriate for your background, please indicate your background in the comment section, and a member of the Personnel Department will assign one of the racial/ethnic codes to you based upon his/her best judgement. A code will be designated for you by a member of the Employment Services Department if you do not choose to respond.

WHITE (CAUCASIAN): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East who does not consider himself or herself as Latino. See permissible codes below.

[] **WH-White:** A person having origins in the original peoples of Europe, North Africa, or the Middle East but who does not consider himself or herself as Latino, Gypsy or East Indian.

[] **GY-Gypsy:** A person having origins in the original Gypsy groups in Europe.

AFRICAN AMERICAN/BLACK: A person having origins in any of the black racial groups who does not consider himself or herself as Latino.

[] **BL-African American/Black**

ASIAN or PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent (India), or the Pacific Islands. See permissible codes below.

[] **CH-Chinese:** A person having origins in the original peoples of China.

[] **JN-Japanese:** A person having origins in the original peoples of Japan.

[] **FI-Filipino:** A person having origins in the original peoples of the Philippine Islands.

[] **KO-Korean:** A person having origins in the original peoples of Korea.

[] **VI-Vietnamese:** A person having origins in the original peoples of Vietnam.

[] **SO-Southeast Asian:** A person having origins in the original peoples of Cambodia, Laos, Thailand, Indonesia, Burma or Malaysia.

[] **OA-Other Asian or Pacific Islander:** A person having origins in the original peoples of Asia or the Pacific Islands not listed above. For example, Tibet, Eastern Siberia, Guam, Tahiti, Hawaii or the native people of Australia.

[] **EI-East Indian:** A person having origins in the original peoples of India, Ceylon and, in some cases, Pakistan.

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. See permissible codes below.

[] **AI-American Indian:** A person having origins in any of the original peoples of what is now the United States or Southern Canada.

[] **AN-Alaskan Native:** A member of the Aleut, Eskimo or other native American group having origins in the original peoples of Alaska.

LATINO: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. See permissible codes below.

[] **LI-Latino Indian:** A person having origins in the original peoples of the Americas.

[] **LB-Latino Black:** A Latino person having origins in any of the black racial groups.

[] **LW-Latino White:** A Latino person having origins in any of the original peoples of Europe, North Africa, the Middle East or the Indian subcontinent.

[] **LA-Latino Asian or Latino Pacific Islander:** A Latino person having origins in any of the original peoples of Asia or the Pacific Islands. For example, some Filipinos may consider themselves to be Latino Asian or Latino Pacific Islander.

If none of the above 18 ethnic codes seems appropriate, please indicate your background: _____

TEACHING POSITION SOUGHT

NAME _____ DATE _____

Designate in order of preference (1,2,3, etc.) the position sought.
Selection must concur with subjects for which you have the proper certification/endorsement(s).

BILINGUAL CATEGORIES

- ___ BE -English As A Second Language - Elementary
- ___ BS-English As A Second Language - Secondary
- ___ GE-Bilingual Generalist - Elementary
- ___ GS-Bilingual Generalist - Secondary

SPECIAL EDUCATION CATEGORIES - Must meet additional qualifications of WAC 392-171-701.

- ___ XA-Audiologist
- ___ XB-Behavior Disability, Self-Contained/Agency
- ___ XC-Special Education Career Consultant
- ___ XD-Speech/Language Pathologist
- ___ XE-Early Childhood Special Education
- ___ XG-Special Education Generalist
- ___ X -Hearing Impaired
- ___ XI-Hearing Impaired Social Worker
- ___ XL-Deaf/Blind
- ___ XM-Mentally Handicapped, Self-Contained
- ___ XO-Orthopedically Handicapped
- ___ XP-Adaptive P.E.
- ___ XS-Severe/Profound
- ___ XV-Visually Impaired
- ___ XX-Hospital Instruction
- ___ XY-Occupational Therapist
- ___ XZ-Physical Therapist

SUPPORT SERVICES

- ___ DA -Drug/Alcohol Intervention Specialist

Requires ESA Certificate

- ___ ZA -Guidance Specialist
- ___ ZE -Counselor, Elementary
- ___ ZN-Nurse
- ___ ZP-Psychologist
- ___ ZS-Counselor, Secondary
- ___ ZW-Social Worker

ELEMENTARY CATEGORIES

- ___ E4-Kindergarten
- ___ E5-Grade 1 - 3
- ___ E6-Grade 4 - 5
- ___ EA-Art Specialist
- ___ ED-Distar
- ___ EG-Gifted Specialist
- ___ EM-Music Specialist, Instrumental
- ___ EL-Librarian
- ___ EM-Mathematics Specialist
- ___ EP-Physical Education Specialist
- ___ ER-Elementary Reading
- ___ ES-Science Specialist
- ___ EU-Multi Arts Gen. (Art, Drama, Music & Dance)
- ___ EV-Music Specialist, Vocal
- ___ E2-Computer Specialist
- ___ RS-Reading Specialist
- ___ AE-Alternative, Elementary
- ___ AM-Montessori

SECONDARY CATEGORIES

ART

- ___ AG-Art, General

ALTERNATIVE

- ___ AC-Corrections/Educ. Specialist
- ___ AS-Alternative School, Secondary

BUSINESS EDUCATION

(Vocational & Teaching Certificate Required)

- ___ CD-Marketing/Distributive Ed. (Voc.)
- ___ CG-Business Education General
- ___ CV-Business Educ. Vocational

COMPUTER EDUCATION

- ___ M2 -Computer Educ./Programming

FOREIGN LANGUAGE

- ___ FC-Chinese - Han Yu (Mandarin)
- ___ FF-French
- ___ FG-German
- ___ FJ-Japanese
- ___ FL-Latin
- ___ FN-Norwegian
- ___ FP-Pilipino (Tagalog)
- ___ FR Russian
- ___ FS-Spanish
- ___ FW-Swedish

MIDDLE SCHOOL GENERALIST

- ___ E7 -Generalist, Middle School
- ___ EU-Multi Arts Generalist (Art, Drama, Music & Dance)

HEALTH EDUCATION

- ___ HE -Health Education, General

FAMILY & CONSUMER SCIENCES

(Vocational Gainful & Teaching Certification Required)

- ___ HC-Care & Guidance of Children (Voc. Gainful)
- ___ HF-Feast (Voc. Gainful Cert.)
- ___ HG-Family and Consumer Sciences Ed Middle School (Cert. Only)
- ___ HS-Sewing For Profit (Voc. Gainful Cert.)
- ___ HT-Careers in Education (Voc. Gainful Cert.)
- ___ HU-Useful (Voc. Useful Certificate)

LANGUAGE ARTS

- ___ LA-Language Arts, General
- ___ LD-Drama
- ___ LJ-Journalism
- ___ LR-Reading

MATHEMATICS

- ___ MA-Integrated Math
- ___ MC-Pre-Calculus,
- ___ MG-Mathematics, General

MUSIC

- ___ MI-Music, Instrumental
- ___ MV-Music, Vocal

PHYSICAL EDUCATION

- ___ PE-Physical Education, General
- ___ PS-Physical Education, Swimming

SCIENCE

- ___ SB-Biology
- ___ SC-Chemistry
- ___ SG-Science, General
- ___ SM-Marine Biology
- ___ SP-Physics

SECONDARY SPECIALIST

- ___ ZG -Gifted Specialist, Secondary
- ___ ZL-Librarian, Secondary

SOCIAL STUDIES

- ___ SH-History
- ___ SR-Social Studies Related
- ___ SS-Social Studies

TECHNOLOGY EDUCATION

- ___ IA-Technology Educ - Auto
- ___ IE-Technology Educ - Electronics/Electricity
- ___ IG-Technology Educ. Generalist - including metal/ woodworking/ drafting
- ___ IM-Technology Educ - Graphics

TRAFFIC EDUCATION

- ___ ZT-Traffic Education

VOCATIONAL - TECHNICAL EDUCATION

(Appropriate Vocational Certificate Required)

- ___ CA-Accounting
- ___ CC-Computer Applications & Related
- ___ CE-Entrepreneurship
- ___ CF-Fashion merchandising
- ___ CM-Marketing Management
- ___ CR-General Retail Operations
- ___ CS-Sports Marketing
- ___ TA-Auto Service
- ___ TB-Building Construction Trade
- ___ TC-Commercial Food Service
- ___ TD-Vocational Drafting
- ___ TE-Electronics
- ___ TG-Graphic Communication
- ___ TH-Horticulture
- ___ TI-Aviation/Avionics
- ___ TM-Marine Maintenance
- ___ TL -Law & Justice
- ___ TQ-Aquaculture
- ___ TR-Radio Communication
- ___ TT-Technical Theater
- ___ TU-Educational Media
- ___ TV-TV Production/Broadcasting
- ___ VA-Auto Related
- ___ VC-Construction
- ___ VH-Vocational Health Occupations
- ___ VI-Industrial Electronics
- ___ VM-Metal Related
- ___ VO-Vocational Diversified
- ___ VR-Radio Communication
- ___ VV-Television Comm.
- ___ VW-Work Based Learning
- ___ V1-Electrical Comm.
- ___ V2-Engineering
- ___ V3-Electrical/Electronic
- ___ V4-Communication Survey